

ST ANDREW'S METHODIST PRIMARY SCHOOL



Artificial Intelligence Policy (AI)

Reviewed - January 2026

Date of Next Review - 2027

Headteacher Anne Barker

Chair of Governors Margaret Hughes

This policy has been scrutinized to ensure it meets the requirements of the single equality duties. The school will make every reasonable adjustment to comply with the duties and actively avoid discrimination.

Artificial Intelligence (AI) technology is already widely used in commercial environments and is gaining greater use in education. At St Andrew's, we recognise that the technology has many benefits and the potential to enhance outcomes and educational experiences, with the opportunity to support staff in reducing workload. We also realise that there are risks involved in the use of AI systems, but that these can be mitigated through our existing policies and procedures, amending these as necessary to address AI risks. We educate staff and learners about safe and ethical use of AI, preparing them for a future where they can use AI technologies safely, responsibly and always upholding our schools' vision, 'Striving for excellence, together as one with God'.

At St Andrew's our aims are to:

- To provide a broad, balanced, and progressive curriculum that develops pupils' understanding of AI concepts and applications.
- To ensure all pupils and staff understand how to use AI tools safely, responsibly, and ethically.
- To foster digital literacy, computational thinking, and critical evaluation of AI-generated content.
- To promote awareness of the ethical, social, and legal implications of AI.
- To ensure inclusive access to AI education for all pupils, including those with SEND and EAL.
- To equip staff with the knowledge and skills to deliver high-quality AI education and safeguard pupils in digital environments.
- For staff to use AI to reduce workload and support teaching and learning professionally, responsibly and safely.

Intent for Learners

At St Andrew's, computing is delivered through Purple Mash. This provides our students with a secure online space where they can explore technology, including AI responsibly and safely.

Purple Mash allows children to safely use AI during their computing lessons through activities like coding robots with '2go' and building simple chatbots in '2Code' alongside specific AI units of work.

We teach the children how to stay safe online through Purple Mash '2besafe – being safe in a digital world' lessons. These lessons meets the guidance set out within the Department for Education's - [Teaching Online Safety in Schools Guidance](#) and Education for a Connected World Framework [The Education for a Connected World framework](#) .

At St Andrew's we endeavour to support our pupils and build foundational AI literacy, ensure safe and ethical usage, and cultivate critical thinking to equip them for a future in which AI technologies are likely to play an increasing role.

Curriculum coverage

- Introduction to fundamental AI concepts such as pattern recognition, automation, and decision-making.
- Understanding and creating algorithms, including the role of AI in automating processes.
- Exploration of the ethical, social, and legal implications of AI, including bias, privacy, and fairness.
- Safe and responsible use of AI-powered tools (e.g., chatbots, image generators) and digital platforms.
- Critical evaluation of digital and AI-generated information.
- Development of digital literacy and computational thinking skills.
- Opportunities for cross-curricular application of AI concepts.

Intent for staff

At St Andrew's, we acknowledge the benefits to AI in an educational context - including enhancing teaching and learning and outcomes, improving administrative processes and reducing workload. Staff are encouraged to use AI based tools to support their work where appropriate, within the frameworks provided below and are required to be professionally responsible and accountable for this area of their work. School uses 'TeachmateAI' and all teachers and administrative staff have access to this AI tool. As a school, we have chosen to use 'TeachmateAI' as it's purpose-built for schools, it is curriculum focussed, it is fully GDPR compliant and complies with Department for Education (DfE) safety expectations for AI products in schools.

Our staff are encouraged to implement AI where appropriate, but we underpin that AI is a tool to aid, not to replace professional judgement.

- We will comply with all relevant legislation and guidance, with reference to guidance contained in Keeping Children Safe in Education.
- We provide relevant training for staff and governors in the advantages, use of and potential risks of AI. We support staff in identifying training and development needs to enable relevant opportunities.

- We will ensure that, through Purple Mash lessons, 2besafe lessons and RHE, learners understand the ethics and use of AI and the potential benefits and risks of its use. Our school recognises the importance of equipping learners with the knowledge, skills and strategies to engage responsibly with AI tools.
- As set out in acceptable use agreements, the school will use AI responsibly and with awareness of data sensitivity. Where used, staff should use AI tools responsibly, ensuring the protection of both personal and sensitive data. Staff should only input anonymised data to avoid the exposure of personally identifiable or sensitive information.
- Staff should always ensure AI tools used comply with UK GDPR and other data protection regulations. They must verify that tools meet data security standards before using them for work related to the school.
- Only those AI technologies approved by the school may be used. Staff should always use school-provided AI accounts for work purposes. These accounts are configured to comply with organisational security and oversight requirements, reducing the risk of data breaches.
- We will protect sensitive information. Staff must not input sensitive information, such as internal documents or strategic plans, into third-party AI tools unless explicitly vetted for that purpose. They must always recognize and safeguard sensitive data.
- The school will ensure that when AI is used, it will not infringe copyright or intellectual property conventions – care will be taken to avoid intellectual property, including that of the learners, being used to train generative AI models without appropriate consent.
- AI incidents must be reported promptly. Staff must report any incidents involving AI misuse, data breaches, or inappropriate outputs immediately to the relevant internal staff (A member of SLT / School business manager). Quick reporting helps mitigate risks and facilitates a prompt response.
- AI tools may be used to assist teachers in the assessment of learner’s work and identify areas for improvement. Teachers may also support learners to gain feedback on their own work using AI. Use of these tools should be purposeful, considered and with a clear focus on ensuring impact and understanding and mitigating risk
- We will prioritise human oversight. AI should assist, not replace, human decision-making. Staff must ensure that final judgments, particularly those affecting people, are made by humans and critically evaluate AI-generated outputs. They must ensure that all AI-generated content is fact-checked and reviewed for accuracy before sharing or publishing. This is especially important for external communication to avoid spreading misinformation.
- Recourse for improper use and disciplinary procedures. Improper use of AI tools, including breaches of data protection standards, misuse of sensitive information, or failure to adhere to this agreement, will be subject to disciplinary action as defined in Staff Disciplinary Policy.

Role and Responsibilities

Role	Responsibility
Headteacher, Business and SLT	Overall responsibility for policy implementation, compliance and resourcing
Computing Lead	Curriculum planning, staff training, monitoring progression and ensuring safeguarding protocols
Class Teachers	Delivering high quality AI lessons through specific taught units or through cross curricular lessons, adaptive teaching for diverse needs, assess pupil progress and promote safety
Support Staff	Assist in delivering inclusive AI learning, following safety guidelines and reporting concerns
Governors	Governors will approve and review policy bi - annually
MGL ICT support	MGL technician available to support staff

RELATED DOCUMENTS IN SCHOOL

Remote Learning policy

Monitoring and filtering policy

Annual Computing Action Plan

Computing Progression Curriculum Map

Education for a connected world curriculum map

School Vision

Internet Acceptable Use Policy

Internet Acceptable Use Agreements (Staff/Pupils/Volunteers)

On-line safety policy

Social Networking Policy

School Curriculum Statement

Health and Safety Statement

Technical Support Contract

Key Skills Assessment - EYFS

Curriculum Frameworks